



# Congresswoman Gloria Negrete McLeod CA 35 Service Academy Nominations

**PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY**

## **Application Instructions**

**All 5 pages must be completed and returned in your application packet**

Typing or computer printing is preferred; however, neat hand printing will be accepted.

**Please submit your completed packet in a Black-One (1 inch), three ring binder.**

**ELIGIBILITY.** To be eligible for appointment, you must be an American Citizen, at least 17 years old and not yet 23 years old on July 1 of the year you enter an academy (25 years old for United Merchant Marine Academy). Further, you must not be married or pregnant, and you must not have any legal obligation to support children or other dependents.

## **PAGES 1 AND 2**

**1. Academy Information:**

You may apply to Congresswoman Negrete McLeod for a nomination to one or more service academies. Please indicate if you have opened a pre-candidate file with the academy to which you are applying.

**2. Personal Information:**

Parent or guardian information is not required. However, providing alternate telephone numbers will make it easier to contact you, should it become necessary.

**3. Permanent California Residence:**

You must be a legal California resident to apply for a service academy nomination from Congresswoman Negrete McLeod. If you are a legal resident but do not currently live in the state, use this section to give us your permanent California address and section 4 for your mailing address or current address, including out of country residence if applicable. You are required to complete the **"Zip Code +4" and "Email address" fields.**

**4. Temporary Residence:**

Complete only if it is different from your permanent residence.

**5. High School Information:**

All applicants, including those who are not currently enrolled in high school, are required to complete this section. If you are currently in high school, please use your expected graduation date. **If your transcript does not list a weighted GPA, list only your un-weighted.**

**6. SAT and ACT Scores:**

You must take either the SAT or ACT test to be considered for a nomination from Congresswoman Negrete McLeod. You are not required to take both. Please list the highest scores that you earned on each section, even if you earned those scores on different test dates. For example, it is acceptable to list a writing score from a May test date and a math score from a test date in January.

**7. College Information:**

Fill in this information only if applicable. Do not complete this section if you are currently enrolled in high school

### Page 3: Extracurricular Information

Answer the question using the space provided. You may attach additional sheets of paper if the space given is insufficient. This section must be verified and signed by your counselor, vice principal or academic advisor. The official must place the document in a sealed envelope and sign across the seam of the back flap. This envelope must be included in your application package.

### Pages 4 and 5: Evaluations

You must submit a recommendation from your counselor **or** vice principal **and** your teacher or coach. Do not send or request that additional recommendations be sent on your behalf. If you are in college, you may have the "Counselor/ Vice-Principal Evaluation" filled out by a college professor, coach, or academic advisor. In this case, the "Teacher/Coach Evaluation" should be completed by a different professor or coach. **The official must be place the document in a sealed envelope and sign across the seam of the back flap.** These documents must also be included in your application packet.

### Additional Documents to Include with Your Application

1. An official, sealed copy of your high school transcripts, including courses currently in progress, GPA (both weighted and unweighted if applicable), and class rank. Please include transcripts from all high schools that you have attended. If you are in college, send official transcripts from both your high school and college.
2. Official copies of your highest ACT **or** SAT. These scores must be sent directly from the reporting agency. Student copies or photocopies will not be accepted. **We must receive your score no later than December 10<sup>th</sup> of the year prior to the year that you are seeking to enter an academy.** Congresswoman Negrete McLeod's code numbers for direct reporting of test scores are: SAT **7274**; ACT **4165**.
3. A short essay of 150-200 words explaining why you are seeking a nomination and want to be commissioned.

### Mailing Instructions and Deadlines

1. Your completed application packet should include all documents as detailed in these instructions. All of the items should be mailed in one envelope. Do not send your transcripts or evaluations separately. Your SAT and ACT scores will be reported by your testing agency.
2. **Your packet must be postmarked by November 1** of the year prior to the year that you are seeking to enter an academy. **NO LATE APPLICATION MATERIAL WILL BE ACCEPTED.**

Mail your packet to:  
Congresswoman Gloria Negrete McLeod  
Attn: Service Academy Nominations  
4959 Palo Verde Street, Ste 110B  
Montclair, CA 91763-2358

Congresswoman Negrete McLeod selects her nominees on recommendations from a volunteer Service Academy Selection Advisory Committee. Each December, this committee convenes to interview and conduct an objective, merit-based review of the applicants.

**Only those selected to advance to the interview portion of the application process will receive a reply and will be contacted in November to schedule an interview.**